

Meeting NOTICE
Of the Snyderville Basin Cemetery District

NOTICE is hereby given that the Snyderville Basin Cemetery District Board of Trustees will meet at the anchor location of the Richins Building 1885 Ute Blvd, Park City, UT 84098 on Wednesday, December 6, 2023, at 9.00 AM.

Members of the Committee may attend by electronic means, using Zoom (phone or video). Such members may fully participate in the proceedings as if physically present. Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Amy Jones at 435-336-3042

Agenda

- 1. Call to order.**
- 2. Roll call.**
- 3. Action on Consent Items*:**
 - A. Draft minutes of 11-8-2023 meeting**
 - B. Proposed schedule of 2024 Regular District meetings: first and third Wednesdays of each month at 9:00 a.m. in Richins Building. Cancellation of a regular meeting and scheduling of special meetings can occur with proper notice. (A standalone notice of our meeting schedule will be posted prior to the first of the year.)**
 - C. Establishment of Subcommittees as follows:**
 - Operations and Finance: Dan and Max, Pete is alternate**
 - Planning and Design: Pete and Christa; Max is alternate.**
 - Community Engagement and Marketing: Christa and Bill; Dan is alternate****The first name listed serves as subcommittee leader.**
- 4. Discussion of roles and responsibilities of subcommittees.**
- 5. Update from chair regarding interim financing.**
- 6. Report from Operations and Finance subcommittee re. meeting with Snyderville Basin Recreation District.**
- 7. Possible cemetery sites suggested by SBRD.**
- 8. Dan: Report on Special districts convention**
- 9. Suggested agenda items for Board's next meeting January 3, 2024.**
- 10. Adjournment**

* Consent items are thought to be non-controversial items or matters that have already been discussed and likely do not require further discussion. Any Board member may pull an item out of the consent agenda for separate discussion and action.

Snyderville Basin Cemetery District
Meeting Minutes - *DRAFT*
November 8, 2023

Location: Richins Building, Room 133, 1885 Ute Blvd., Park City, UT and via Zoom

Board attendees: Max Greenhalgh, Dan Whitehurst, Pete Gilliwald, Christa Cassidy (joined via Zoom)

Other attendees: Ryan Stack, Deputy County Attorney

Minutes:

- **Action on consent items:** All consent items approved unanimously by the Board of Directors (Board).
- **Interim financing conversation with County Treasurer:** Max reported to the Board about a conversation he had with County Treasurer, Connie Forsling and Deputy County Attorney, Ryan Stack regarding the process to secure interim funding for the Snyderville Basin Cemetery District (District) to conduct its business. It was determined that the best way to secure interim financing would be through a grant or through a loan from discretionary funding in the County Council or County Manager's budgets. Securing a loan from the County Council or County Manager at this time is challenging as budgets are being finalized. County Manager, Shayne Smith will discuss this topic of interim funding for the District with County Council Chair and report back to the Board in two to three weeks.

Ryan described the process for generating funding for the District through a ballot measure. The District is required to go to voters to approve property tax increases (District can levy a tax up to .0004%). The soonest the District could bring a ballot measure to the voters is Nov. 2024. The question would be: can the District have taxing authority and up to what cap? The Board needs to determine before that time if it is asking the voters to approve a tax rate up to the cap of .0004% or something less. The District will then need to go through the truth and taxation process which involves approval from the County Council. The District will make a recommendation to the County Council on the tax rate and the County Council will approve the final rate. The Board will need to start the process of getting on the Nov. 2024 ballot in Spring 2024, and will need to start the truth and taxation process in Sept 2024.

- **Strategic plan:** Christa asked the group for their feedback on the buckets of work articulated in the strategic plan and the general outline. She recognized that this is a living document and will be augmented and updated as the District starts to solidify its plan for the year ahead. It was agreed that the current strategic plan will be considered a draft as it gets finalized over the coming weeks by the subcommittees and then will be

finalized and put forward for Board approval early 2024 with the intention of having set goals and target dates from which the Board is operating.

- **Sub-committees:** The Board discussed the formation of sub-committees based on the buckets of work articulated in the strategic plan. The following committee assignments were proposed. The group will define the subcommittees' roles and responsibilities further at the next meeting.
 - Funding/Financing and Operations Subcommittee: Max and Dan; Pete is alternate.
 - Planning and Design: Pete and Christa; Max is alternate.
 - Community Engagement and Marketing: Christa and Bill; Dan is alternate

- **Needs assessment:** Christa asked the Board if they felt it important to update the needs assessment she conducted in 2021 with more recent data and if so, asked if other data should be included to support the District's work. The Board agreed it is important to update the needs assessment and determine if it is possible to include information regarding the number of deaths in County and number of burials in the County. Christa will update the needs assessment with new data by the end of the year.

- **Agenda items for next meeting: The Board brainstormed the following topics for the next meeting on December 6, 2023.**
 - Subcommittees' roles and responsibilities; goals and charters
 - Shoestring budget and additional funding options
 - County training
 - Report out on possible sites based on further convo with County staff
 - Dan report on special districts meeting